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Approved For Release 2002/02/19 : CIA-RDP87-01130R000200020007-0

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Suggestion No. 77-602

FROM: EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
1001 AMES BUILDING

EXTENSION

NO.

77-602

DATE

2086

27 September 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

For consideration, please.

~~Room 1206 Ames Bldg.~~

2 NOV 1977

see
note

2.

3.

4.

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10. EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
1001 AMES BUILDING

11.

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14.

15.

FAC has again considered this request and perceives no reason to change its mind regarding the esthetic aspects or general policy guidelines of the matter. A felt need for a sign by a component or service unit does not alter the visual effect or general policy guidelines in so far as FAC responsibilities extend.

Fine Arts Commission

FORM
3-62

610

USE PREVIOUS
EDITIONS☐

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SUGGESTION EVALUATION REPORT

TO: Executive Secretary
Suggestion Awards Committee

SUGGESTION NO.

77-602

SUSPENSE DATE

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion Awards Committee in making a final determination of the merits of this suggestion. Retain third copy.

1. ACTION RECOMMENDED ☒ ADOPT ☐ DECLINE ☐ OTHER (Specify):

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

Although not a new idea, [REDACTED] emphatically endorses this suggestion. We have long recognized the need to identify the location of FLASC more clearly to its customers. In late 1976, we prepared signs directing people to FLASC. They were to be placed at the entrance to the Library and within the Library. However, the Fine Arts Commission rejected both the signs and their proposed placement on the grounds that they violate a policy of identification of components. We disagree with this policy as applied to FLASC. As a service organization, information on its location should be readily available. Once a customer has made his way to the Library, the signs would be the best way to direct him the rest of the way. If the signs we proposed in 1976 are unacceptable to the Fine Arts Commission, perhaps this suggestion would be approved.

Therefore, in addition to our own endorsement of this suggestion, we recommend that the suggestion be submitted to the Fine Arts Commission for its comments/concurrence.

3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, material, equipment, etc.)

None

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy)

We consider this suggestion as being of substantial benefit with limited application: \$75.

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

None

DATE

13 Sep 77

SIGNATURE

Chairman

STATSPEC

FORM 2-70

244b

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(43)

TITLE OR SUBJECT OF SUGGESTION

SUGGESTION NO.

New Sign for FLASC at Main Library

77-662

PRESENT METHOD

The Foreign Language Assistance Center at the CIA Library is identified only by a sign reading "FLASC" on the rear wall of the library. Recent contacts with analysts at Headquarters indicate that many individuals are not aware of the expansion of this acronym. This seems to be true even in the case of some experienced analysts and in spite of recent attempts to bring attention to FLASC services by means of multilingual posters.

SUGGEST

...that the "FLASC" sign be replaced by a sign giving the full expansion "Foreign Language Assistance Center" along with the room number and arrow.

ADVANTAGES

More prominent and effective identification of foreign language assistance services to CIA Library users.

FORM 244
(3/76)USE PREVIOUS
EDITIONS

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